



# Notice

Number: 07-04

---

**APPLICABLE TO:****DATE: March 30<sup>th</sup>, 2007**

<input checked="" type="checkbox"/>	<b>Municipal &amp; Private Non Profit</b>
<input checked="" type="checkbox"/>	<b>Co-operatives</b>
<input checked="" type="checkbox"/>	<b>Federal Non Profits</b>
<input type="checkbox"/>	<b>OCHAP/CSHP</b>
<input type="checkbox"/>	<b>Rent Supplement</b>

<input checked="" type="checkbox"/>	<b>Mandatory</b>
<input type="checkbox"/>	<b>For Information</b>

---

**SUBJECT: Direct Deposit of Subsidy Payments****BACKGROUND**

Niagara Regional Housing has agreed to participate in a pilot sponsored by Niagara Region to set up a direct deposit feature within the regional financial systems. This feature will allow monthly subsidy payments to be deposited directly in housing providers' operating bank accounts.

**Implementation Phase**

The implementation of the pilot project will take at least 6 months. It will start with the selection of a few providers who will undertake the initial testing. Based on the results of the testing, additional housing providers will be brought into the program. It is anticipated that all providers will have this direct deposit option by September 30, 2007.

**Housing Provider Role**

To start this process we are asking that Housing Providers complete the attached Vendor Request for Payment by Direct Deposit Form and attach a voided cheque. Please note that the form must be signed by a signing officer and returned to our office by April 10, 2007, to the attention of:

Donna Mino, Program Cost Analyst  
Niagara Regional Housing  
Campbell East  
P. O. Box 344  
Thorold, ON L2V 3Z3

*Note: Any future changes to your operating bank account must be reported to us immediately.*

## **Service Manager Role**

NRH will implement the direct deposit pilot project over the next 6 months and will advise individual housing providers as they move to the direct deposit system.

If you have any questions or concerns, please contact Donna Mino at 905-984-6900 ext. 3943 or Kim Palmer at 905-984-6900 ext. 3944.

*(Original signed by Lora Beckwith)*

---

Lora Beckwith  
General Manager

Enclosure: Appendix "A" - Vendor Request for Payment by Direct Deposit Form